



Keep all critical elements (text, images, graphics, logos, etc.)  
away from the drill hole.

— **SAFE ZONE:**

All critical elements (text, images, graphics, logos, etc.)  
must be kept inside the blue box.

**Keep all elements away from the blue line  
(Safe Zone).**

— **TRIMMING ZONE:**

Please allow 0.125 inches cutting tolerance all around.  
We do not recommend having borders due to shifting in  
the cutting process, which may cause borders to  
appear uneven.

— **BLEED ZONE 0.125 inches:**

Make sure to extend the background images or colors  
all the way to the edge of the black outline.

**IMPORTANT**

Please remove our guidelines/instructions before  
submitting your files, or else they will be printed.  
All text should be converted to outline.

**Final Size: 8.5 inches x 11 inches Horizontal**  
**Size with Bleed: 8.625 inches x 11.125 inches**

Keep all critical elements (text, images, graphics, logos, etc.)  
away from the drill hole.

